



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address		FOR RECORDS MANAGEMENT USE	
Application Date 11-24-80		Georgia Building Authority Accounting Department 1 MLK Jr., Drive Atlanta, Georgia 30334		Application Number 80-397	
Application Number 4-A				Date Received NOV 25 1980	Date Completed DEC 5 1980
2. Person to Contact Robert Vance		Working Title Accounting Supervisor		Telephone Number 656-6942	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest 1977		5. Records Series Title (followed by title used in office, if different) Accounts Receivable Invoices			
Latest To Date					
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To administer, operate and maintain all state owned buildings in the Capitol area including the supervision of cleaning services, regulation of entry into buildings, the provision of physical security for the buildings, the administration of State owned parking areas and State provided eating facilities.					
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Billing other State Agencies for rent, building maintenance, construction Included are: Sequentially numbered invoices, credit memo's File is arranged: Debit Memo's - chronologically by date issued Invoices - sequentially by pre-printed invoice #					
8. Monthly Reference Rate How often are records referred to which are: One to six months old 15; Seven to twelve months old 10; Thirteen to twenty-four months old 5; twenty-five months and older 0?					
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers; Shelves; Other (specify) 3 cu. ft.					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	-0- years.	d. Audit period	1 years.
b. Statute of limitation	-0- years.	e. Administrative need	3 years.
c. Federal law	-0- years.	f. Federal retention instructions	-0- years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

To resolve questions related to correct billing and verification of construction costs

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	11/12/80	<i>[Signature]</i>	11/18/80

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	12-1-80
Secretary of State/Designee	<i>[Signature]</i>	12-1-80
Attorney General/Designee	<i>[Signature]</i>	12-3-80

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)